

Rules of on DFH Ghana Platform

Registration

You can only register on our platform with *Full Name, valid E-mail, and Ghana Registered Mobile phone number*. To maintain high security on our system for our precious *Buyers*, DFH Ghana will verify your phone number and with the name used to register.

Profile

Only your *Username, E-mail and Phone Number* will be displayed to public. Your *Full Name* will **NOT** be displayed to public. It is only needed for registration.

Safety Guide: Both *Sellers or Buyers*

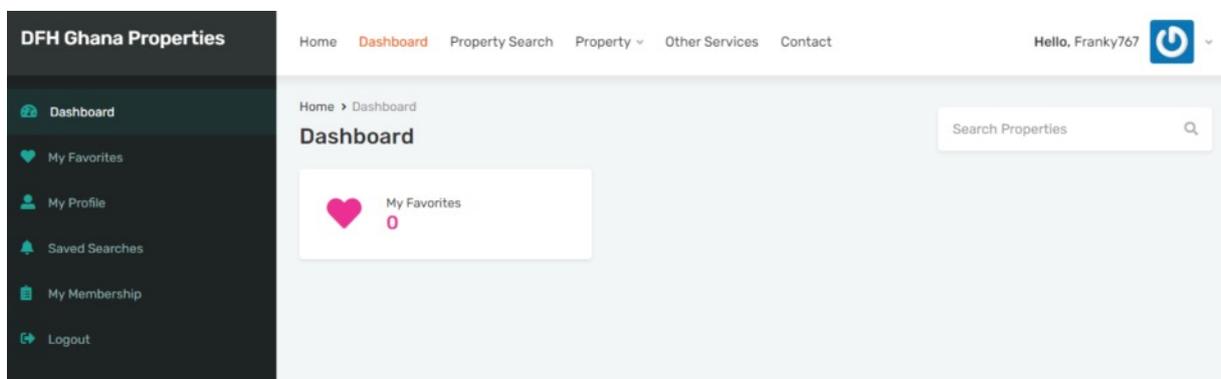
DFH Ghana do not accept any *CARD PAYMENTS* for our Memberships. *Sellers* (Landlords, Agents or Agencies) should not display any card information. *Buyers* should not make any card payment to Landlords, Agents or Agencies. Bank Transfer and Mobile Money are preferred.

Safety Guide: *Buyers*

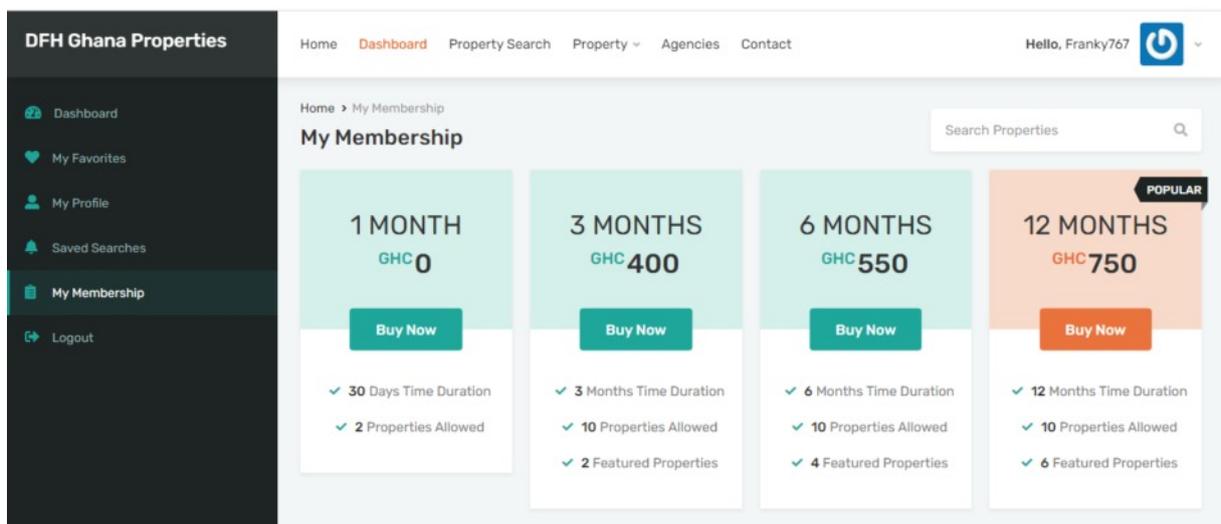
- a. Do not make payment in advance for any property.
- b. You must see the property or land in person or asked the DFH Ghana legal team to verify the property especially *Lands* for you (*for a small fee*).
- c. We take no commission from you or the seller but the buyer should always inform DFH Ghana of any purchases.
- d. Make Payment only after the property documents are with you (in your hands).

DFH Property Listing Instructions

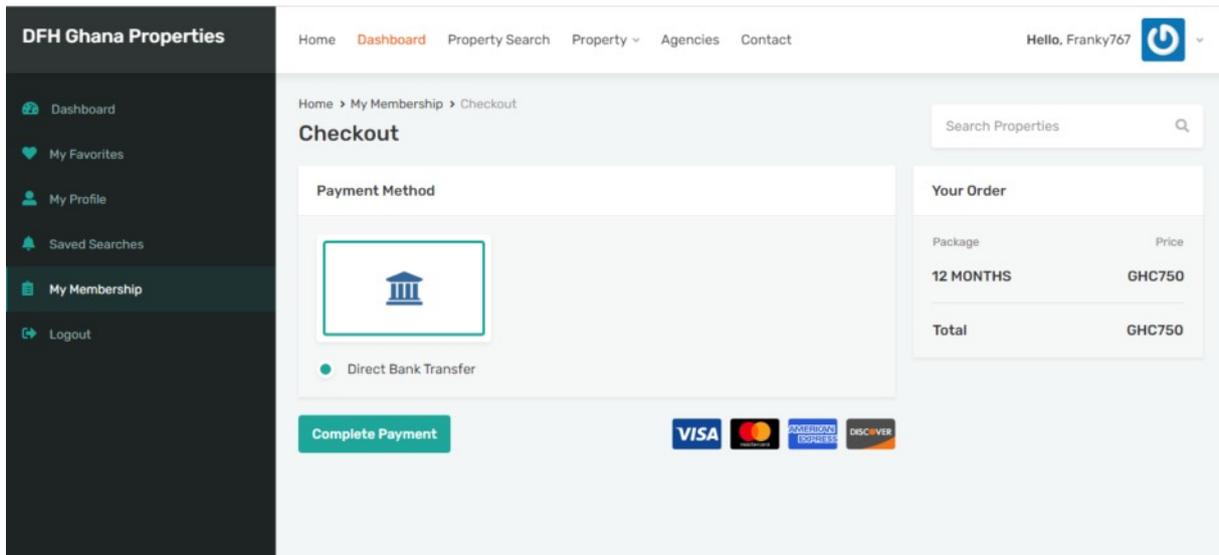
1. Choose the Membership Plan that suit you.
2. Registration is required to List a Property on DFH Property Listing Platform. (Landlord or Agent: choose 'Agent' as **User Role**. Company: choose 'Agency' as **User Role** during registration).
3. The Login information is sent to your e-mail.
4. Login and go the Dashboard.
5. Dashboard looks like this:



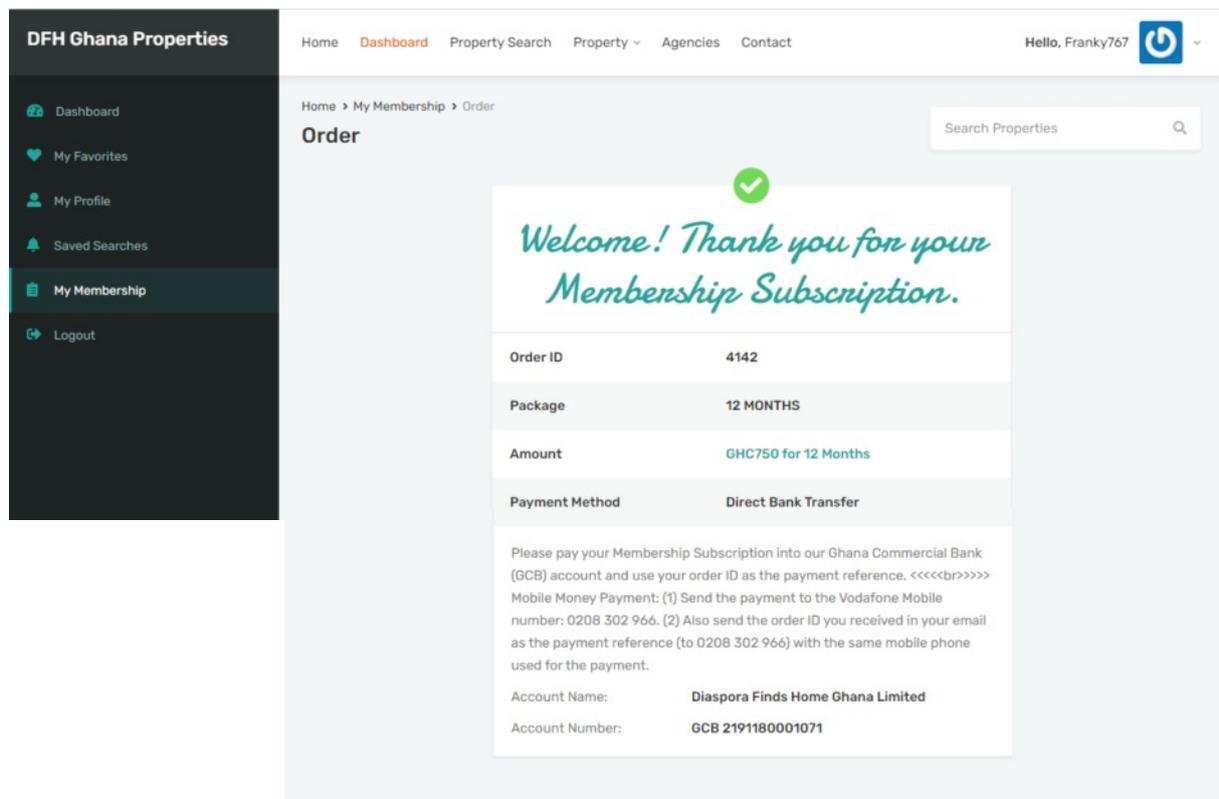
6. Click on My Membership (you will see All the Plans)



7. Choose the Membership Plan that suit you from HERE (It will take you to next page).



8. Click on Complete Payment (you see this page).



*Please read the about information carefully.
(CHECK SECTION 10)*

9. You will receive an email in your 'Inbox or Junk mail.
It will look like the following:

Membership Receipt Information - DFH Ghana Properties

DP DFH Ghana Properties <enquiry@dfhghanaproperties.com>
Sat 08/05/2021 20:41

You have successfully applied for the 6 MONTHS membership package on our site.

You chose to pay via Wire Transfer. Please send a payment of GHC550 to the following account.

Account Name: Diaspora Finds Home Ghana Limited
Account Number: GCB 2191180001071

After sending the payment, notify us at enquiry@dfhghanaproperties.com and include your receipt 4265 number.

We will activate your membership as soon as we get your payment confirmation.

For any further assistance, email us at enquiry@dfhghanaproperties.com OR call us at +44 7404 919 887

[Reply](#) [Forward](#)

10. Pay by **Bank Deposit** or **Mobile Money**.

Bank Deposit

Diaspora Finds Home Ghana Limited

GCB Account Number

2191180001071

Receipt Number 4265

Use the receipt number we sent you as the payment reference.

Mobile Money

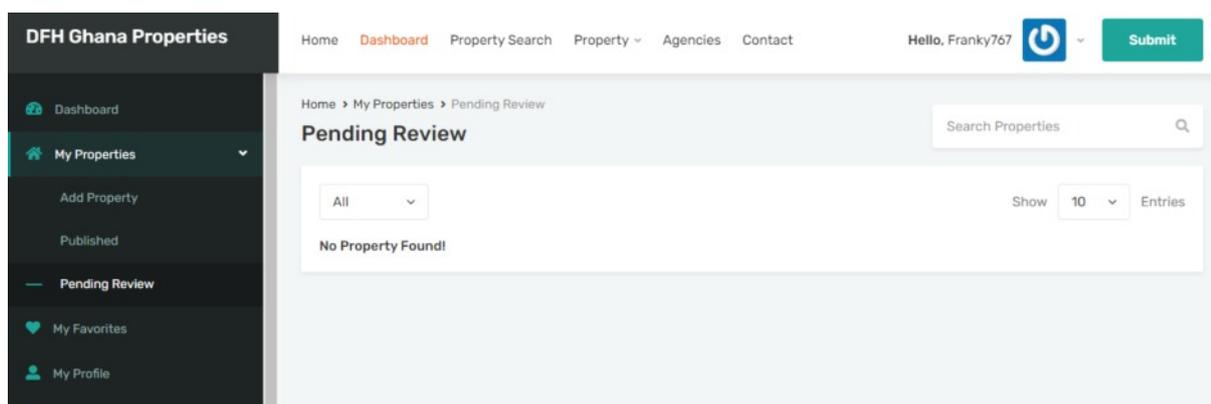
Vodafone Number

0208 302 966

Receipt Number 4265

Send the receipt number we sent you to us after making Mobile Money payment.

11. You can now list your property (properties) but it will attain **pending status** and will NOT appear until payment is received.



12. Use the following information to complete

Section 13 (Add New Property)

a. **Property Title**

b. **Property Address**

c. **Property Description** (Do not use any coloured fonts. Only Black).
Write clear and detailed description of your listings.

d. **Sale OR Rent Price** (Raw number no commas or points. *For example: 2000 Not 2,000.00*).

e. LEAVE **Old Price** and **Price Prefix Text** *blank*.

f. **Price Postfix Text** (For example: *Monthly or Weekly*).

g. **Virtual Tour Video URL** (If you have a video of your property YouTube or Facebook, Copy the URL and paste it here. Nice video required).

h. **Property Images**

You can submit 8 to 12 Jpeg or Png images * An image should have Width of 800px and Height of 600px and Resolution of 50px/inches. (Same as 8X6 inches photo with 150px resolution). Make good photos of your listings.

i. **Property Attachments** (Normally PDF or Word Files: These could be Site Plan, Land Agreement or any important document to help you sell the property).

j. **You can mark an image as featured**

You can mark an image as featured by clicking the star icon, (Note: the number of featured image depends on Membership Plan).

k. **Default Additional Details**

Add title and value 'colon' separated and fields 'comma' separated. (For Example: Plot Size: 300, Built Year: 2017).

l. **Message to the Reviewer** (Any information you want the DFH admin to know).

13. Add New Property Page

DFH Ghana Properties

Home **Dashboard** Property Search Property ▾ Other Services Contact Hello, Franky767  **Submit**

Home > My Properties > Add New Property

Add New Property

Search Properties

Property Title

Address
Citadel House, Osabiede Street, Kaneshie-Accra Ghana

Find Address



Property Description

Paragraph **B** *I*                               

Additional Details

Title	Value
<input type="text" value="Title"/>	<input type="text" value="Value"/>

[+ Add More](#)

Features

- 1 Bathroom
- 2 Master Bedroom
- 6 Bedrooms
- Laundry Room
- One Storey
- Wifi
- 1 Executive Bedroom
- 3 Bathrooms
- Dining
- Lawn
- Store Room
- 1 Master Bedroom
- 3 Master Bedroom
- Fire Alarm
- Living Room
- Swimming Pool
- 2 Bathrooms
- 4 Bathrooms
- Kitchen
- Marble Floors
- Two Storey

What to display in agent information box?

- None (Agent information box will not be displayed)
- My profile information. ([Edit Profile Information](#))
- Display agent(s) information.

Select agent(s)

Message to the Reviewer

Accept Terms & Conditions before property submission.

[Submit Property](#)

14. Profile Page (This page will visible to the public. Complete all the necessary sections you want.

DFH Ghana Properties

Home **Dashboard** Property Search Property ▾ Agencies Contact Hello, Franky767  **Submit**

Home > My Profile

My Profile



Upload New Picture **Delete**

* Minimum required size is 210px by 210px.
* Make sure to Save Changes after uploading fresh image.
* Gravatar image will be displayed if no profile image is provided.

First Name	Last Name	Display Name *
<input type="text" value="Franky767"/>	<input type="text" value="Enter your last name"/>	<input type="text" value="Franky767"/>
Email *	Mobile Number	
<input type="text" value="wyaaf3@msn.com"/>	<input type="text"/>	
Office Number	Fax Number	
<input type="text"/>	<input type="text"/>	
Biographical Information	Address	
<input type="text"/>	<input type="text"/>	
Agency	Website	
<input type="text" value="None"/>	<input type="text"/>	
Facebook URL	Twitter URL	
<input type="text" value="https://"/>	<input type="text" value="https://"/>	
LinkedIn URL	Instagram URL	
<input type="text" value="https://"/>	<input type="text" value="https://"/>	
Pinterest URL	YouTube URL	
<input type="text" value="https://"/>	<input type="text" value="https://"/>	
Password	Confirm Password	
<input type="text"/>	<input type="text"/>	

Note: Fill it only if you want to change your password

Save Changes

15. More Photos of your Dashboard.

